



## 2017 - 2018 CBe-learn Sr. High Online

Information Update for all CBe-learn Stakeholders



### CBe-LEARN SR. HIGH BY THE NUMBERS

DATA FROM 2016-2017 SCHOOL YEAR

Student Course Completions	(without Pre-learn)	<b>5605</b>
	(including Pre-learn)	<b>8599</b>
Students from	CBe-learn	<b>20%</b>
	CBE Schools	<b>80%</b>
Students in	Grade 10	<b>23%</b>
	Grade 11	<b>33%</b>
	Grade 12	<b>44%</b>
Students' semester choice	traditional semesters (Fall, Winter & Summer)	<b>81%</b>
	flexible semesters (Dream Catcher & Spring)	<b>19%</b>
Students' course choice	Math/Science	<b>32%</b>
	Humanities	<b>26%</b>
	CALM	<b>31%</b>
	Social Sciences	<b>7%</b>
	Phys Ed / Art / Languages	<b>4%</b>

Please note: CBe-learn has a new phone number

**403 - 777 - 7971**

## ABOUT CBe-LEARN

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### flexibility and personalization | online learning

Students at CBe-learn are offered a truly unique and personalized education experience. Whether taking one course to supplement their rigorous academic schedule, or completing their entire high school education online, CBe-learn students have the flexibility and choices required to be successful CBE students.

CBe-learn delivers full online programming for senior high students. For students, this means access to their online courses is just the beginning of their academic success. Students access career and academic counselling, high-quality digital resources, and highly qualified staff to ensure the success of their educational experience.

### student success | what it takes to be an online learner

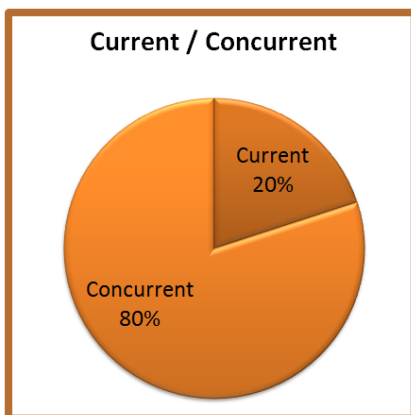
Online learning continues to be a new learning environment for many high school students. Students do require a specific set of skills, including time management, self-advocacy to communicate with their teachers, comprehensive literacy and a strong commitment to work online on a regular basis.

### we're here all year | continuing registration and extended course access

CBe-learn offers continuing registration throughout the school year. Students can register in courses from August through April of the school year. CBe-learn core academic courses will have a new cohort of students starting at least once a month from September through March (with even more frequency in peak periods). Weekly 1 & 3 credit courses will begin almost every Thursday during the school year (September - May). With these flexible options, students are able to fit online learning into their full academic and extracurricular schedules.

## CBe-LEARN STUDENTS

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CBe-learn **current** students include: full-time online students, and/or students where CBe-learn is their only CBE school (i.e. attending a charter, private, or separate school).

In 2016-2017, twenty percent of CBe-learn students were full-time (**current**) students, taking their full high school education online.

Eighty percent of CBe-learn students also attend another CBE high school (**concurrent** registration).

## REGISTRATION PROCESS

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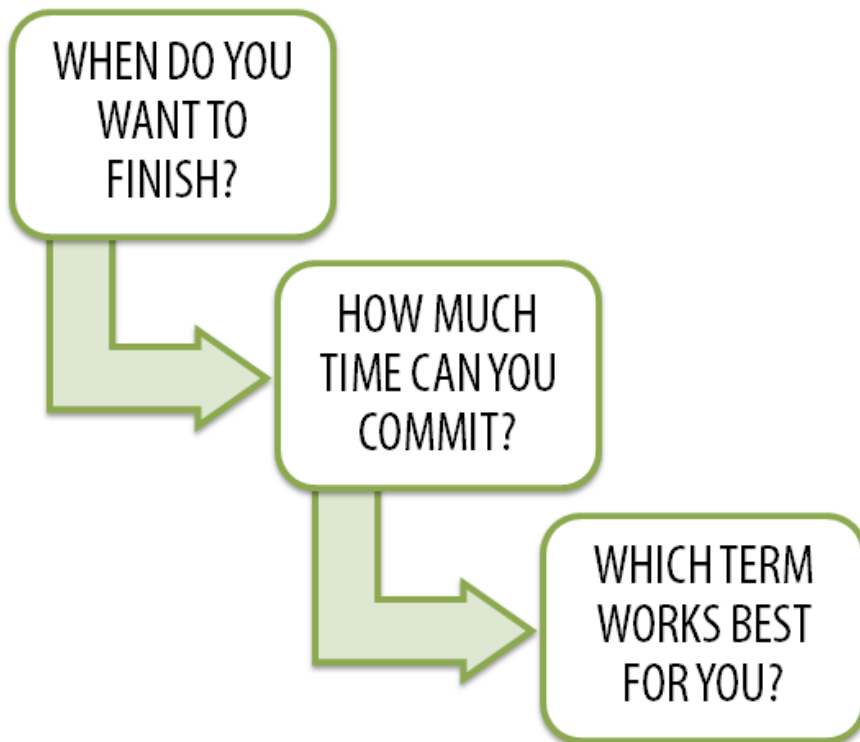
### start with the end in mind | planning for success

When planning out a student's program, they are asked to **start with the end in mind** to determine which courses and pathways are important for their successful completion. When students are planning their program, the two most important questions are **1) when do you want to finish?** and **2) how much time do you have to work on the course?** Knowing this information is critical to enrol students into the right course with the right start and end date.

Some thought and discussion needs to be given to how much time the student has to work on the course on a daily or weekly basis. If a student is overloaded in additional online course may become unsuccessful in any of their academic work.

They might have a little more time if they learn Catcher term would permit the better choice regarding the term in which the course.

**With the end in mind**, students will be able to make better choices in their academic program, and will find more success at CBe-learn.



## FULL-TIME CBe-LEARN STUDENTS | current registration

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### full-time online | finding success online

Students from other CBE community high schools will be able to transfer to CBe-learn as a full-time student anytime during the first six weeks of registration by booking an appointment with CBe-learn Student Services (August 24 - September 30, 2017).

After September 30th, students will only be able to transfer full time to CBe-learn on a case-by-case basis, with administrator and student services approval from both the community school and CBe-learn. To be transferred as a full-time online learner, students must follow this process:

- Students and their parents discuss with the administrator and student services from their community school to determine if full-time online learning through CBe-learn is the most appropriate academic choice.
- The administrator contacts Monti Tanner, to review the request for transfer and appropriateness of the placement.
- If the student is accepted into CBe-learn:
  - the community school must provide the student with a signed transfer form to bring into the registration appointment.
  - the student is required to book an appointment with the CBe-learn student support services team and bring in proof of identification
- If the student is not accepted into CBe-learn:
  - the community school will work with the student and the family to find an appropriate placement; within the community school, or within another Calgary Board of Education program.

## **CBE HIGH SCHOOL / CBe-LEARN STUDENTS | concurrent registration**

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### **CBE students | supplementing academic courses**

Many students in the Calgary Board of Education attend a community high school, and pick one or two courses with CBe-learn to supplement the core and complementary courses they are already taking. These students appreciate the personalized and flexible online learning environment and make time to work on their online courses in the evenings, on weekends, and during spare class time at school.

### **CBE school counsellors | using the OCSR**

Counsellors in CBE high schools are able to register students using the Online Concurrent Student Registration tool (OCSR). In order to gain access to the OCSR, **on an annual basis**, each school must send the Registrar a list of Counsellors or Administrators who require access. The list must include the name and contact phone number for each counsellor requesting access. Each August, this list should be sent to Sandy Krausnick: [skrausnick@cbe.ab.ca](mailto:skrausnick@cbe.ab.ca).

The OCSR can be accessed from the following link:

<https://webapps.cbe.ab.ca/OCSR>

## CBe-LEARN ACADEMIC TERMS

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### fall | September - January

The Fall term is ideal for students who want to start at the beginning of the school year, and who want their online courses to run parallel to any face-to-face courses at their community school.

### **\*updated\*** dream catcher | October - June



The Dream Catcher term offers self-motivated students the opportunity for ultimate personalization in a **distinct** term, ideal for students who learn independently, and require flexibility to **recover** credits, **extend** their course time, **accelerate** through their course quickly, or **make up** lost work. Dream Catcher courses will begin multiple times between October and December, and finish in **June 2018**.

### winter | February - June

The Winter term runs parallel to a face-to-face course in a community school. This term is ideal for students who want to finish their courses at the end of the school year: **June 2018**.

### **\*updated\*** diploma redo | March - June

The Diploma Redo term is designed for students who have already finished, (or completed at least half) of the diploma-level course, and wish to retake the course, and rewrite the diploma exam. Students will be able to register into the Diploma Redo course after they have received their final diploma marks in February 2018. **Only certain diploma-level courses will be offered.**

### spring term | March - June

The Spring Term offers students weekly 1 & 3 credit courses, including CALM, Social Sciences and CTS online courses. Students can complete a few extra required credits in the Spring Term and still finish by June 2018.

### kickstart | June - July

The KickStart term allows students to take advantage of time off in June and July to get a start on their learning for the fall. Students can take **one course** in June and July (CALM, Psychology or Sociology), and can finish it quickly.

### summer school | July

The Summer Term will offer a reduced number of courses, and only runs through the month of July. Students can take **one course** and must be active online on a regular, daily basis, and present for all face-to-face exams. No diploma-level courses are offered through CBe-learn summer school.

## CBe-LEARN IMPORTANT DATES

### registration dates

Students will be able to register for online courses throughout the school year. Each term has specific start and end dates for registration. Students attending a CBE high school are able to register for CBe-learn courses through their Guidance Counsellors. High school students who are not currently attending any other CBE high school are able to book an appointment with the CBe-learn Student Support Services team to register for courses.

Registration dates are firm, and once the registration period has elapsed, students will only be able to register for the subsequent term. This means students who miss registration deadlines will be required to wait for the next core academic course to begin.

Term	Registration Start	Registration Deadline
Fall	August 24, 2017	September 18, 2017
Dream Catcher – (Core & Weekly)	September 19, 2017	November 27, 2017
Winter	November 28, 2017	February 12, 2018
Diploma Redo	February 20, 2018	March 5, 2018
Spring Term - (Weekly Courses)	February 13, 2018	April 16, 2018
KickStart	May 1, 2018	June 4, 2018
Summer	May 1, 2018	June 18, 2018

### start dates | pre-learn



Although students may register any day of the week, they will always get access to their introductory course on a Thursday, based on meeting the registration deadline. This will ensure that students never need to wait more than one instructional week to get access to their first online course (**pre-learn**).

### start dates | academic core cohorts

English Language Arts, Social Studies, Math and Science courses start multiple times a term. This enables fifteen different cohorts with a dedicated start and end time. Students will be in a specific cohort of learners throughout the term, permitting greater student interaction and engagement with the course content, team of teachers, and their peers.

### start dates | 1 & 3 credit courses

Students in CALM, Social Sciences and CTS courses will be able to access their courses on a weekly basis – almost every Thursday throughout the school year. Because of this, students will always be able to pick up an online course to ensure they are active and engaged in their academic pursuits.



## CORE ACADEMIC COHORT & WEEKLY COURSE ACCESS 2017 - 2018

Students must have the mandatory pre-requisite Pre-learn completed prior to starting any other course.				
	Academic Cohort Group	Pre-learn Completed	Instructional Start Date	Last Day of Instruction
FALL	Intake 1	September 4	September 7	January 19, 2018
	Intake 2	September 11	September 14	
	Intake 3	September 18	September 21	
	Intake 4	September 25	September 28	
	WEEKLY	September 25	September 7, 14, 21, 28	
DREAM CATCHER	Intake 1	October 2	October 5	June 15, 2018
	Intake 2	October 10	October 12	
	Intake 3	November 6	November 9	
	Intake 4	December 4	December 7	
	WEEKLY	December 4	Oct 5, 12, 19, 26 Nov 2, 9, 16, 23, 30 Dec 7, 14*	
WINTER	Intake 1	January 29	February 1	June 15, 2018
	Intake 2	February 5	February 8	
	Intake 3	February 19	February 22	
	WEEKLY	February 19	Jan 11, 18, 25 Feb 1, 8, 14*, 22	
DIPLOMA REDO	Intake	March 12	March 8* March 15	June 15, 2018
SPRING TERM	WEEKLY	April 16	Mar 1, 8, 15* Apr 5, 12, 19, 26*	June 15, 2018
KICKSTART	Pre-learn		May 24, 31 June 7	
	Intake	June 11	June 15	July 13, 2018
SUMMER	Pre-learn		May 25, 31 June 7, 14, 21	
	Intake	June 25	July 3	July 31, 2018

\* No Pre-learn - December 14

\* Pre-learn only - February 14

\* Pre-learn only - March 8

\* No Pre-learn - April 26

<b>Academic Cohort:</b>	<b>ELA, Social, Math, Science, Phys Ed</b>
<b>Weekly 1 &amp; 3 Credits:</b>	<b>Pre-learn, CALM, CTS online and Social Science Courses</b>

**Updated:  
August 25, 2017**

## PRE-LEARN – MANDATORY PREREQUISITE

### pre-learn | e-learning and learning management systems

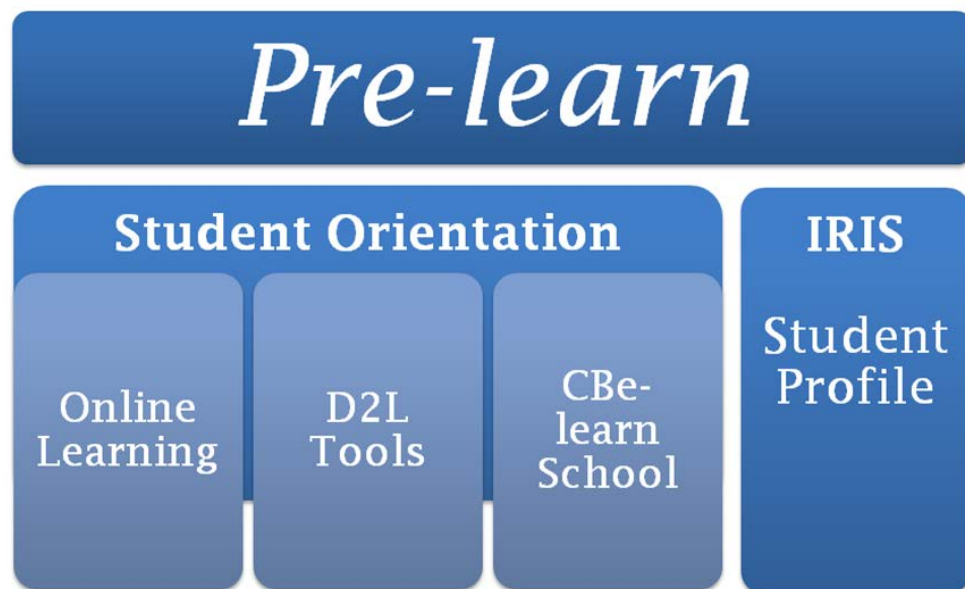


All students new to CBe-learn must complete “**Pre-learn**” before beginning their core academic or complementary course(s). Students are added into the pre-learn course most Thursdays, depending on their date of registration. Upon enrolment, students are expected to finish the one-credit course by the subsequent Monday. If they do, they will get access to their requested course on the following upload date. Students should be able to complete pre-learn within that five day time frame.

**Pre-learn** serves as a student overview and an orientation to online learning skills and strategies, Desire2Learn tools, and CBe-learn school policies and procedures.

In addition, students will use the **Iris** tool and either create a new student profile, or update their existing profile.

This course must be taken in conjunction with another course (core academic, CALM, online CTS or Social Science course). Successful completion of Pre-learn is required before acceptance into subsequent online courses through CBe-learn.





## COURSES – CORE ACADEMIC

<p><b>English Language Arts</b></p> <p>ELA 10-1 ELA 10-2 ELA 20-1 ELA 20-2 ELA 30-1 ELA 30-2</p>	<p><b>Social Studies</b></p> <p>Social Studies 10-1 Social Studies 10-2 Social Studies 20-1 Social Studies 20-2 Social Studies 30-1 Social Studies 30-2</p>
<p><b>Math</b></p> <p>Math 10-C Math 10-3 Math 20-1 Math 20-2 Math 20-3 Math 30-1 Math 30-2 Math 31</p>	<p><b>Science</b></p> <p>Science 10 Science 14 Science 24 Chemistry 20 Chemistry 30 Biology 20 Biology 30 Physics 20 Physics 30</p>

### Physical Education

In addition to rigorous online accountabilities, any student wanting to take a PE course at CBe-learn needs to attend an in-person fitness assessment and orientation before beginning the course. If the student is under 18 years, there is also a mandatory parent orientation at the beginning of the course. PE 10 (3 or 5 credit), PE 20 and 30 will be offered on the same schedule as core academic courses.

More information about the assessments is available on our website:  
<http://schools.cbe.ab.ca/cbe-learn//courses-physed.html>

#### **\*updated\*** Online Art

Art 10, 20 and 30 will **not** be offered at this time.

#### **\*updated\*** Languages

Spanish 10, 20 and 30 will only be offered during **the Winter 2018** term.

## **COURSES – WEEKLY 1 & 3 CREDIT COURSES**

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Weekly Courses are 1 or 3 credit courses offered 28 times throughout the school year, and include Pre-learn, CALM, Social Sciences (Psychology & Sociology) and online CTS courses.

### **CALM | career and life management**

CALM (career and life management) will be available for students on a weekly basis throughout all terms, including Fall, Dream Catcher, Winter, Spring, KickStart and Summer.

### **Social Sciences**

Social Science courses are offered on a weekly basis

Psychology 20 - Personal

Psychology 20 - General

Psychology 30

Sociology 30

### **Career and Technology Studies Online**

Individual CTS courses are grouped into Pathways, offering students the opportunity to explore their passions in introductory, intermediate and advanced courses. Full information on each of the Pathways is available on our website, with a description of the general Pathway, and specific information about each CTS course within the Pathway.

CTS Pathways offered in 2017-2018 at CBe-learn include:

Communication Technology

Fashion Studies

Foods and Nutrition

Information Processing

Legal Studies

Medical & Wellness Studies

Supply Chain Management

Wildlife \*new for 2017\*

Workplace Safety

Students are registered into one CTS Master Class, and based on a skills and interest inventory completed with their CTS teacher, choose their preferred pathways and specific courses. More information about online CTS courses can be found at [http://schools.cbe.ab.ca/cbe-learn//courses\\_srhigh.html](http://schools.cbe.ab.ca/cbe-learn//courses_srhigh.html)

## GENERAL INFORMATION FOR ALL STUDENTS

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### course syllabus

Each course at CBe-learn has a published course syllabus. Within this document, students are able to access specific information about the course requirements and expectations. Each course syllabus is available within the course, but is also posted to [www.cbelearn.ca](http://www.cbelearn.ca), so all students, parents and counsellors can make informed decisions when planning out the academic programs.

### **\*new info\*** getting started guide

Students can access a getting started guide that will provide them with all of the information they need to get set up and ready to become an online learner. This information is available on the CBe-learn website, or from this link directly:

<http://schools.cbe.ab.ca/cbe-learn/gettingstarted.html>

### CBe-learn student agreement

Prior to beginning any online course with CBe-learn, students are asked to complete the CBe-learn student agreement. This short process ensures that all students are familiar with CBe-learn policies and practices, including the **Academic Honesty** Policy and **Student Engagement** Guidelines.

### **\*new info\*** academic honesty

All CBe-learn teachers help support students in their learning, and guide students in ways to ensure their work meets academic honesty standards.

Academic honesty is expected of all students. Work submitted for assessment must be original, and materials taken from any other sources must be clearly identified and referenced. Intentional falsification of data, plagiarism, copying from others in an assessment, obtaining information about exams and other violations of academic honesty are not acceptable.

1. The CBe-learn consequences for academic dishonesty the **first time** are:
  - discussion with the student via phone or private discussion, ensuring the student has a clear understanding of the following:
    - what constitutes academic dishonesty
    - the consequences and conditions of submitting work that is not the students' original work
  - students are provided with one opportunity to resubmit the assignment for reassessment
2. If it occurs a **second time**, the CBe-learn consequence are:
  - face-to-face meeting with the teacher, student and parent/guardian

- contact with guidance counsellor and or/assistant principal if the student attends another CBE high school
3. In a rare **third** case of academic dishonesty, the final CBe-learn consequences are:
- face-to-face meeting with the CBe-learn school administrator, teacher, student and parent
  - comprehensive review of all the students' work
  - detailed plan of next steps, including natural consequences of original work not submitted

The circumstances and evidence in each case are reviewed by the instructor, student, parents and CBe-learn administrators. Consequences in each case are at the discretion of the school administration.

### **\*updated\* student engagement**

Students are expected to be active participants in their online course. If the student is not sufficiently engaged in online communication, assessment or assignments, they may be deemed **Inactive** by their teacher.

CBe-learn students must demonstrate an active commitment to their online courses, and are required to log into their courses on a regular basis, and complete the assignments and activities. If a student fails to do so, and fails to communicate with their teachers, they risk becoming **Inactive** in the course.

When a student's registration is complete, and the course start date is identified, the student will have **10 school days** to demonstrate that they have been active within their course. Similarly, students who start the course but do not continue to log in regularly will also be inactivated, according to the criteria below.

A student is deemed **Inactive** if after 10 instructional days the student has NOT:

- a) logged into the specific course
- b) viewed any course content
- c) submitted any course work for assessment
- d) participated in an introductory online or face-to-face session, and/or
- e) responded to the teacher's request for contact via email, private discussions or a phone call on at least 3 occasions

### **English Language Learners**

Students with an ELL proficiency of 1 or 2 will not be registered into any online courses at CBe-learn. Students at level 3 will be required to make an appointment with Student Services to investigate and determine if online learning is the most suitable environment for them. Upon conversation and assessment, the student may be accepted on a conditional basis. Students at level 4 or 5 will be offered acceptance into online high school courses.

### **student support services**

All students who attend CBe-learn have access to Student Support Services, including academic advising, career counselling, guidance services, and access to assistive technologies to better enhance their learning. The Student Support Services team works full-time at Lord Shaughnessy High School, and appointments are available by calling 403-777-7971.

### **testing centre and exams**

In addition to online course content, including assignments, discussions and quizzes, students at CBe-learn complete in-person assessments in the CBe-learn Testing Centre, located at Lord Shaughnessy High School. Based on feedback from students, in 2017-2018, the CBe-learn Testing Centre will be offering updated hours in order to meet student demand, including being open on many of the system-wide non-instructional days, allowing students the opportunity to write their exams on a day off from their community school.

Any date and time changes to the Testing Centre will be updated on our website. Our goal is to make the Testing Centre as accessible and convenient for students as possible, and to that end we have adjusted the number of days and hours that it is available to all CBe-learn students.

## **FEES, WITHDRAWALS & REFUNDS**

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### **\*new info\* course & textbook fees**

The course fees for the 2017-2018 school year are available on the CBe-learn website: [www.cbelearn.ca](http://www.cbelearn.ca). Students are assessed a \$50 textbook rental fee per book, to a maximum of \$100. The rental fee is refunded to students with the return of the textbook at the end of the course.

All fees for the new school year are in alignment with the CBE fee structure.

### **\*updated\* withdrawals & refunds**

If a student chooses to withdraw, they must complete and submit a Request for Withdrawal Form, available from the CBe-learn website. **The request will only be processed if it includes a signature from the student's guidance counsellor.**

If the student is under the age of 18, the form must be signed by a parent or guardian. Textbooks must be returned at time of withdrawal and the refundable security deposit will be processed once received.

## CONTACT US

Charlotte Arbuckle	Principal	<a href="mailto:cbarbuckle@cbe.ab.ca">cbarbuckle@cbe.ab.ca</a> 403-777-7971 x 2123
Monti Tanner	Assistant Principal	<a href="mailto:mrtanner@cbe.ab.ca">mrtanner@cbe.ab.ca</a> 403-777-7971 x 7486
Irene Welch	Guidance Counsellor Learning Leader	<a href="mailto:irwelch@cbe.ab.ca">irwelch@cbe.ab.ca</a> 403-777-7971 x 7612



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CBe-learn has a new phone number  
**403 - 777 - 7971**

## CBe-learn Information At-A-Glance

Term	Registration	Core Course Access	End of Instruction
<b>Fall</b>	Aug 24 – Sept 19	Sept 8, 15, 22, 29	January 13
<b>Dream Catcher</b>	Sept 20 – Nov 28	Oct 6, 13   Nov 10   Dec 8	April 3
<b>Winter</b>	Nov 29 – Feb 13	Feb 2, 9, 23	June 14
<b>Diploma Redo</b>	Feb 20 – Feb 27	March 9	June 14
<b>Spring Term</b>	Feb 28 – April 17	1 & 3 Credit Courses Only	June 14
<b>KickStart</b>	May 1 – June 5	June 15	July 14
<b>Summer</b>	May 1 – June 19	July 3	July 28

Pre-learn, CALM, Social Science and CTS courses available all year with ongoing weekly access.

Updated August 28, 2017 (Monti Tanner)